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Revised

CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT
CLASSIFICATION SPECIFICATION

TITLE: **ASSISTANT PLANNER**
ASSOCIATE PLANNER

DEFINITION

Under close to general supervision, to perform professional level work in the field of urban planning and zoning administration; and to perform related work as required.

DISTINGUISHING CHARACTERISTICS

Assistant Planner: This is the entry level professional classification in the Planning Series. Positions in this class may be filled by advancement from the lesser-skilled class of Planning Technician or from the outside. Typical work responsibilities include case writing, analysis and public information, requiring the application of fundamental planning principles. Assignments are of moderate difficulty and within the design and procedural framework established by higher level management staff; however, as experience is acquired, the employee performs with substantial independence. As assigned responsibilities and breadth of knowledge increase with experience, Assistant Planners may reasonably expect their positions to be reassigned to the next higher class of Associate Planner.

Associate Planner: This is the journey level professional class in the Planning Series. Positions in this class are normally filled by advancement from the entry level professional classification of Assistant Planner or, when filled from the outside, require prior professional planning work experience. Work involves more complex duties and increasing responsibility for the application of professional knowledge and skills to various municipal planning and zoning issues. Responsibilities include the preparation of specific reports and plans with opportunity for independent judgment in planning work details and making technical determinations. Limited supervision is exercised over Assistant Planner, Planning Technician and administrative support staff.

REPORTS TO: Senior Planner or higher level management staff, as assigned

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from a Senior Planner or higher level management staff, as assigned. May exercise close to general supervision or lead direction on a project basis over lesser-skilled planning, technical and administrative support staff, as assigned.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Analyze and interpret social, economic, population and land use data and trends; prepare written and graphic reports on various planning and environmental matters and elements of the General Plan.
- Compile information, prepare reports of a moderate to-complex nature, and make recommendations on special studies pertaining to land use, zoning, housing and other planning functions.
- Research and draft ordinances for review with supervisor.
- Review re-zoning, variances, conditional use permits, design review, and other similar planning related applications; prepare legal notices to public hearings; prepare reports pertaining to advisability and permissibility of the requests; confer with property owners and petitioners regarding effect and implications of zoning and developments actions.

- Review buildings plans, parcel maps and subdivision proposals for compliance with appropriate regulations; prepare reports of recommendations for review by superiors, various boards and commissions and the City Council.
- Present staff reports and provide professional staff support to a board or commission served by the Planning Department as assigned.
- Assist the general public by providing information on Zoning and General Plan matters and development related case processing information.

QUALIFICATIONS

Assistant Planner

Knowledge of:

- Principles and practices of urban planning at an intermediate level.
- Planning codes and standards governing zoning and building activities.
- Current literature, information sources, and research techniques in the field of urban planning.
- Personal computer operation and software application.

Ability to:

- Analyze, organize and systematically compile technical and statistical information, and prepare complex reports.
- Interpret appropriate state and local laws and ordinances and apply them to specific cases.
- Read building plans, site plans, building elevation plans and grading plans.
- Plan and prepare comprehensive, clear, and concise reports with sound recommendations.
- Communicate clearly and concisely , orally and in writing.
- Work effectively in a high volume, fast paced environment.
- Provide superior customer service.
- Operate a personal computer and relevant software programs.

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Equivalent to a Bachelor's degree from an accredited college or university with major study in planning or a related field considered to be useful in City planning work. Experience is not required, however it is desirable.

QUALIFICATIONS

Associate Planner

In addition to the qualifications for Assistant Planner:

Knowledge of:

- Laws related to general plans, zoning, and land divisions.

- Principles and practices of urban planning at an advanced level.
- Applicable environmental laws and regulations.
- Principles and practices of supervision, training, and performance evaluation.

Ability to:

- Interpret the planning and zoning programs to the general public.
- Make sound recommendations.
- Perform complex professional planning work with a minimum of supervision.
- Assist in the supervision of para-professional, technical and administrative support staff.

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Equivalent to a Bachelor's degree from an accredited college or university with major study in planning or a related field considered to be useful in City planning work and a minimum of 18 months of professional planning experience comparable to that of an Assistant Planner at the City of Riverside.

MEDICAL CATEGORY: Group 1

NECESSARY SPECIAL REQUIREMENT

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Assistant Planner

TO: Associate Planner

TO: Senior Planner